

APPLICATION FOR CERTIFIED COPY OF BIRTH RECORD

NOTICE: Orders received by mail must have an attached notarized sworn statement. (See instructions)

The California Health and Safety Code, Section 103526, permits only authorized persons as defined below to receive a certified Copy of a birth records. Those who are not authorized by law to receive a certified copy will receive an informational certified copy marked **"INFORMATIONAL, NOT A VALID DOCUMENT TO ESTABLISH IDENTITY."** Please indicate whether you would like an Authorized Certified Copy or a Certified Informational Copy. If the requestor will use the certificate to obtain a driver's license, state I.D. card, passport, or apply for insurance coverage, then a Certified copy must be obtained.

The search fee is the same as the fee for Certified copy. Any questions please contact our office at (909) 381-8990.

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| <input type="checkbox"/> I would like a Certified Copy of the record identified on the application form. <i>(In order to receive a Certified Copy, you must indicate your relationship to the person named on the application form by selecting from the list below.)</i> | <input type="checkbox"/> I would like a certified Informational Copy . This document will be printed with a legend on the face of the document that states, "INFORMATIONAL NOT A VALID DOCUMENT TO ESTABLISH IDENTITY" (A Sworn Statement does not need to be provided) |
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Note: Both documents are Certified copies of the original document on file. With the exception of the legend,

the documents contain the same exact information.

To receive a **Certified Copy** I am:

- ☐ The registrant or a parent or legal guardian of the registrant.
- ☐ A party entitled to receive the record as a result of a court order, or an attorney or a licensed adoption agency seeking the birth record in order to comply with the requirements of Section 3140 or 7603 of the Family Code.
- ☐ A member of a law enforcement agency or a representative of another governmental agency, as provided by law, who is conducting official business.
- ☐ A child, grandparent, grandchild, sibling, spouse, or domestic partner of the registrant.
- ☐ An attorney representing the registrant or the registrant's estate, or any person or agency empowered by statute or appointed by a court to act on behalf of the registrant or the registrant's estate.

IF MAILING APPLICATION, ATTACHED SWORN STATEMENT MUST BE NOTARIZED.

APPLICANT INFORMATION (PLEASE PRINT)

Printed Name (Person Requesting the Copy/ies)		Today's Date	Telephone Number ()	
Address – Number, Street	City	State	ZIP Code	
Name of Person Receiving Copies, if Different From Above	No. of Copies			
Mailing Address for Copies, If Different From Above	City	State	ZIP Code	

BIRTH CERTIFICATE INFORMATION (PLEASE PRINT)

Name on Certificate – Child's First Name	Child's Middle Name	Child's Last Name
City or Town of Birth		Place of Birth – County
Date of Birth – Month, Day, Year (If unknown, enter approximate date of birth)		Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Name on Certificate – Father's First Name	Father's Middle Name	Father's Last Name
Name on Certificate – Mother's First Name	Mother's Middle Name	Mother's Last Name (Maiden/Birth Name)

INSTRUCTIONS

- A. If you are requesting an Authorized Certified Copy:
1. Complete the application form, one for each individual whose birth certificate you are requesting, indicating on each how you are related to the individual (mark the appropriate box from the list).
NOTE: If the child is adopted, please make the request in the adopted name.
 2. Complete the Sworn Statement
NOTE: Only one sworn statement is required if you are requesting multiple certificates at the same time; however, the sworn statement must include the name of each individual whose birth certificate you are requesting and your relationship to that individual.
a. Sign the Sworn Statement in front of a Notary Public and have it notarized
 3. Submit \$21.00 for each copy you request in the form of a personal check or money order (indicate the number of copies you would like on the application form).
 4. Send the **completed application form**, the **notarized Sworn Statement** and your **payment** to the mailing address below.
- B. If you are requesting a certified Informational Copy (if you do not qualify to receive an Authorized Certified Copy, see application form):
1. Complete the application form, one for each individual whose birth certificate you are requesting.
NOTE: If the child is adopted, please make the request in the adopted name.
 2. Submit \$21.00 for each copy you request in the form of a personal check or money order (indicate the number of copies you would like on the application form).
 3. Send the **completed application form** and your **payment** to the mailing address listed below.
- C. If you wish to submit your order in person at our physical address listed below, the Sworn Statement must be signed in the presence of an Office of Vital Records staff member (it does not need to be notarized).
NOTE: *If no record of the birth is found the \$21.00 fee will be retained for searching (as required by law) and a Certificate of No Record will be issued.*

Checks payable to: "San Bernardino County"

Address:

Vital Statistics Section
340 N. Mountain View Ave
San Bernardino, CA 92415-0038

SWORN STATEMENT

(The Applicant must complete in the presence of a Notary or Vital Records Staff.)

I, _____, declare under penalty of perjury under the laws of the State of California, that
(Applicant’s Printed Name)

I am an authorized person, as defined in California Health and Safety Code Section 103526 (c), and am eligible to receive a certified copy of the birth or death record of the following individual(s):

Name of Person Listed on Certificate (Registrant)	Applicant’s Relationship to Person Listed on Certificate (Must be a Relationship Listed on Page 1 of Application)

Subscribed to this _____ day of _____, 20_____, at _____, _____.
(Day) (Month) (City) (State)

(Applicant’s Signature)

Note: If submitting your order by mail, you must have your Sworn Statement notarized using the Certificate of Acknowledgement below. The Certificate of Acknowledgement must be completed by a Notary Public. (Law enforcement and local and state governmental agencies are exempt from the notary requirement.)

CERTIFICATE OF ACKNOWLEDGEMENT

State of California)
County of _____)

On _____ before me, _____, personally appeared _____,
(insert name and title of officer)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under the PENALTY OF PERJURY under the laws of the State of California the foregoing paragraph is true and correct.

WITNESS my hand and official seal.
(SEAL)

SIGNATURE